

Chapter 7

NUTRITION SERVICES MANAGEMENT STANDARDS AND PROCEDURES

7-1 STATEMENT OF PURPOSE:

The purposes of the Nutrition Program for older persons in Tennessee are:

- (1) To promote and maintain the health and well-being of persons 60 years of age and older through the provision of a daily, low-cost, nutritionally safe, and satisfying meal served in strategically located congregate settings such as schools, churches, community centers, senior citizen centers and other public or private facilities, or delivered to the home.
- (2) To reduce the isolation experienced by many older persons through opportunities for social interaction by participation in the nutrition program.
- (3) To provide planned nutrition education and supportive services activities in congregate and home-delivered meals programs in order to enhance the older person's ability to remain independent.

7-2 DEFINITIONS

- (1) **Contributions:** Voluntary and confidential donations made by participants and volunteers toward the cost of the meal.

- (2) **Congregate Meal Site:** The generic term for a facility where meals are served, such as a senior housing facility, a church, or a multipurpose senior center.
- (3) **Cost:**
- (a) **Meal:** The raw food and other cost directly related to meal production such as labor, transportation of food, utilities, cost of disposable and any in-kind related to these costs.
 - (b) **Program:** Meal cost plus all other costs for project management, administration, outreach, nutrition education, counseling and in-kind related to these costs.
- (4) **Cycle:** A pre-planned written sequence of menus for a minimum of four weeks.
- (5) **Dietary Guidelines:** Guidelines for a healthful diet as published by the U.S. Departments of Agriculture and Health and Human Services.
- (6) **Homebound:** Confined to the home and unable to prepare one's own nutritious meals and whose isolation may be demonstrated by lack of support to obtain nutritious meals from family, friends or other resources.
- (7) **In-Kind:** All goods or services donated to the nutrition program and documented and recorded as match.

(8) Meals:

- (a) Congregate:** A hot or other appropriate meal served to an eligible person. The meal meets standards set forth in this chapter, is served at a congregate meal site, meets one-third of the Recommended Dietary Allowances (RDA), and complies with the dietary guidelines published by the U.S. Departments of Agriculture and Health and Human Services.
- (b) Emergency:** Prepackaged shelf stable or frozen meals, meeting one-third of the RDA, packed in multiple units and provided for weekends or additional days in the event of no other delivery.
- (c) Holiday:** Prepackaged shelf stable or frozen meals, meeting one-third of the RDA, provided to home-delivered and/or congregate participants. Meals shall be used on holidays when the nutrition program will be closed.
- (d) Holiday/Seasonal:** Special meals and/or meal items provided for seasonal events or special availability, if included or substituted to meet one-third of the RDA.

- (e) **Home-delivered:** A hot or other appropriate meal delivered to the home of an eligible person. The meal meets standards set forth in this chapter, meets one-third of the RDA, and complies with the Dietary guidelines published by the U.S. Departments of Agriculture and Health and Human Services.
- (f) **Liquid Supplement:** Nutritionally fortified commercially prepared liquid meal which meets one-third of the RDA.
- (g) **Multiple Pack Meals:** Shelf stable or frozen meals, meeting one-third of the RDA.
- (h) **Special:** Meals designed to meet the dietary needs arising from the health, religious or ethnic needs, providing they meet one-third of the RDA as approved by a registered dietitian.
- (i) **Sponsored:** Meals, meeting one-third of the RDA, provided to eligible participants at meal cost if service is denied due to limited resources.
- (j) **Temporary:** Meals, meeting one-third of the RDA, provided for up to thirty days without use of the Tennessee Commission on Aging's participant assessment system form for eligible individuals

who have just been discharged from a hospital, nursing home, or health care setting, if ordered by a physician or referred in writing by a discharge planner and such meals are needed to maintain the person safely at home.

- (9) **Meal Pattern:** Menu for a single meal will be based on the Food Guide Pyramid as published by the USDA (1992).
- (10) **Meal Provider:** The agency or organization which contracts with the nutrition service provider for the planning, preparation and/or delivery of meals.
- (11) **Nutrition Counseling:** Provision by a registered dietitian or a licensed dietitian nutritionist of individualized advice and guidance to individuals, who are at nutritional risk, because of their health or nutritional history, dietary intake, medications use or chronic illnesses.
- (12) **Nutrition Education:** A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants or participants and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise.

- (13) **Nutrition Screening:** A standardized procedure used to identify individuals who are at high risk of nutritional problems or who have poor nutritional status.
- (14) **Nutrition Services:** The provision of meals, nutrition education, outreach, nutrition screening and counseling to eligible persons and their spouses, the cost of which is supported in whole or part by state or federal nutrition funds.
- (15) **Nutrition Service Provider:** The agency or organization that is awarded a contract from an area agency on aging to provide nutrition services under the area plan.
- (16) **Outreach:** Agency-initiated activities designed to identify and contact isolated older persons who may have unmet service needs and to assist them in gaining access to appropriate services; delivered by agencies with a defined responsibility and trained staff specifically designed for providing this service.

Independent Living Assessment Intake Form:

- (17) **~~Participant Assessment Form (PAF)~~:** Intake document which applies to in-home service participants only. It is designed as a uniform assessment and broad screening tool to provide basic information regarding participant eligibility, in order that service providers can make

objective decisions on delivery of services and appropriate referrals. (See attachment #1 to this chapter.)

Basic Client Information Form (BCI):

- (18) ~~Participant Information Form (PIF):~~** Intake document which applies to congregate and home-delivered participants and all nutrition service providers with the exception of guardianship, ombudsman, and legal services. It is designed as a uniform and broad screening tool used to provide basic information regarding eligibility. (See attachment #2 to this chapter.)
- (19) Portion Control:** Adherence to serving size as cited in the meal pattern.
- (20) RDA:** The Recommended Dietary Allowances as established by the Food and Nutrition Board of the National Research Council and the National Academy of Sciences. (See attachment #3 to this chapter.)
- (21) Registered Dietitian (RD) (Licensed Dietitian Nutritionist (LDN)):** An individual who successfully completes education requirements and registration examination, and maintains registered status.
- (22) Reservation System:** A procedure by which congregate participants place a meal order.

(23) Waiting List: A list of eligible persons assessed but not served, due to limited funds, or lack of delivery personnel, prioritized by their assessment score.

7-3 PROGRAM MANAGEMENT

7-3-.01 General Policy

The area agency must assure that nutrition service providers comply with all applicable federal, state, and local laws (including, but not limited to Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Governor's Executive Order 16 (Prevention of Sexual Harassment), and 21 (Minority Business Enterprises), program instructions, regulations and standards.

7-3-.02 Selection and Contracting of Nutrition Service Providers

(1) An area agency shall contract Older Americans Act nutrition funds to provide meals, outreach, nutrition education, nutrition screening, and nutrition counseling. In making these awards the area agency must assure that congregate and home-delivered meals are provided based on an assessment of need by nutrition service providers.

- (2) The area agency shall give primary consideration to the provision of meals in a congregate setting except that each area agency on aging:
- (a) May award funds made available under the Older Americans Act (other than under section 303 (b)(3)) to organizations for the provision of home-delivered meals to older individuals in accordance with the provision of Sec. 336, based upon a determination of need made by the recipient of a grant or contract entered into under the Older Americans Act, without requiring that such organizations also provide meals in a congregate setting; and,
 - (b) shall, in awarding such funds, select such organizations in a manner which complies with the provisions of the Older Americans Act.
(Sec. 307 (a)(13)(B)(i)(ii) and
(Sec. 307 (a)(13)(H))
- (3) No contract shall be entered into for the provision of nutrition services unless such contract has been awarded through a competitive process. Such process shall include an evaluation

of each bidder's experience in providing services to older individuals. Whenever there is no evidence of improved quality of services or cost effectiveness on the part of another bidder, a provider of services which received funds under Title VII of the Older Americans Act of 1965 as in effect on September 29, 1978 shall be given preference. (See Section 11-5.05 of these policies.)

- (4) Except as provided in 45 CFR, Part 74, Subpart M, the area agency shall not discontinue funding to a nutrition service provider which received funds under Title VII of the Older American Act of 1965 as in effect on September 29, 1978 unless the State Agency:

- (a) Has given the nutrition service provider an opportunity for a hearing in accordance with these policies.
- (b) Has determined that the nutrition service provider does not meet the requirements.
- (c) Has determined that the nutrition service provider has not carried out nutrition activities with demonstrated effectiveness.

- (5) Each area agency on aging shall give consideration, where feasible, in the furnishing of home-delivered meals to organizations which:
 - (a) have demonstrated an ability to provide home-delivered meals efficiently and reasonably; and,
 - (b) furnish assurances to the area agency on aging that such an organization will maintain efforts to solicit voluntary support and that the funds made available under the Older Americans Act to organizations shall not be used to supplant funds from non-Federal sources. (OAA Sec. 307(a)(13)(H)(ii))

7-3-.03 Holiday and Emergency Meal Service

Each area agency on aging must assure that nutrition service providers:

- (1) Make arrangements, where feasible and appropriate, for the availability of services to older participants in weather-related emergencies.
(45 CFR 1321.65 (e))
- (2) Make arrangements, where feasible and appropriate, to provide meals for congregate and home-delivered participants when sites are closed for holidays.

- (3) Develop procedures for the use, distribution and accountability of prepackaged meals used for holidays and emergencies.
- (4) Specify the holiday closing schedule and the procedures for providing emergency meals in the contract between the area agency and the nutrition service provider. The following holidays officially recognized for the employees of the State of Tennessee constitute the maximum number of holidays any nutrition program or congregate meal site shall be closed without prior written authorization from both the area agency and State Agency:
 - (a) New Year's Day
 - (b) Martin Luther King, Jr.'s Birthday (observed)
 - (c) Washington/Lincoln's Birthday (observed)
 - (d) Good Friday
 - (e) Memorial Day (observed)
 - (f) Independence Day
 - (g) Labor Day
 - (h) Columbus Day (observed)
 - (i) Veteran's Day
 - (j) Thanksgiving

- (k) Christmas Day (and any additional days specified by the State of Tennessee as part of the Christmas vacation).
- (5) Holiday closing shall be limited to eleven (11) days per year, except as additional days are authorized at Christmas. Congregate meal sites shall not be closed more than four (4) consecutive days including weekends.

7-3-.04 Contracts With Profit Making Organizations

- (1) Nutrition service providers may enter into contracts with profit-making organizations for nutrition services only with the prior written approval of the area agency on aging. Such approval must be obtained on an annual basis.
- (2) A record of the area agency's approval of contracts with profit-making organizations must be maintained on file by the nutrition service provider and the area agency on aging.
- (3) If an area agency is authorized by the State Agency to provide direct services as specified in Section 5-3.04, any contracts for the provision of nutrition services between the area agency and a

profit-making organization must have prior written approval of the State Agency.

- (4) A copy of the area agency on aging's contract with the profit-making organization must be forwarded to the State Agency.

7-3-.05 General Operating Requirements

(1) Site Agreement

- (a) Each area agency on aging must assure that each nutrition service provider has a letter of agreement in place with the owner of the congregate meal site facility, that includes but is not limited to:

1. The building owner is responsible for Fire and Life Safety Code Compliance.
2. The building owner is responsible for liability insurance.
3. Thirty (30) days notice is needed prior to eviction.

- (b) The area agency on aging must grant approval for the operation of any subcontracted or directly operated congregate meal site, satellite site, central kitchen or facility which prepares, packages, or serves meals.

(2) Site Minimum Attendance Requirements

(a) Each nutrition site must serve a combined average of 25 congregate and home-delivered meals per day. An area agency director can request a one-year waiver of this policy to keep open a meal site that averaged fewer than 25 congregate and home-delivered meals per day over the past year by submitting a meal site waiver form. (Attachment Number 4 to this chapter.)

(b) Documentation of continued outreach, publicity, and activities must be submitted, along with a meal site waiver form, as part of the area plan package to the State agency, if site attendance is not increased and the area agency on aging would like to renew the waiver for another year. If a drop in attendance occurs anytime during the year at a meal site, a waiver must be requested as soon as the decision to remain open is made.

If an area agency or nutrition provider desires to designate a site as remote rather than conduct outreach in the community, the area agency is responsible for documenting that the site meets

criteria in Remote definition. The area agency
and nutrition directors can choose to survey the

area served by the site or use demographic data supplied by the state agency.

(3) Prayer at Congregate Meal Sites

Each nutrition provider may adopt a policy which insures that each individual participant clearly has a free choice whether or not to pray, either silently or aloud, and that prayer or other religious activity is not officially sponsored, led, or organized by persons administering the congregate meals program on site. (AoA/RO-IV-94-33)

(4) Records Retention

Each area agency must require nutrition providers to retain all program and financial records for no less than three (3) years plus current year.

(5) Contributions

(a) Each project shall require recipients of grants or contracts to solicit voluntary contributions for meals furnished in accordance with guidelines established by the assistant secretary, taking into consideration the income ranges of eligible individuals in local communities and other sources of income of the recipients of a grant or contract. (OAA Sec. 307 (a) (13)(C)(i), 45 CFR 1321.65(c))

Voluntary contributions shall be used to:

1. increase the number of meals served by the project involved;
2. facilitate access to such meals; and,
3. provide other supportive services directly related to nutrition services.

(OAA Sec. 307 (a) (13)(c)(ii))

(b) Congregate and home-delivered meals participants shall be given an opportunity to contribute voluntarily to the cost of the service.

1. Procedures shall be established by nutrition service providers to protect each participant's privacy and confidentiality with respect to his or her contribution. Locked contribution boxes shall be used at each congregate meal site. Contribution envelopes shall be provided for home-delivered participants to insure privacy.
2. Nutrition service providers must develop a suggested contribution schedule, taking into consideration the income

ranges of eligible individuals in the community. No eligible person shall be denied a meal because he or she will not or cannot contribute to the cost of the service.

3. Procedures must be established by the nutrition service provider for collecting, handling, counting, safeguarding, and depositing contributions in accordance with Tennessee Commission on Aging fiscal policies and procedures.
4. Contributions shall be counted and recorded daily by at least two people, one of whom is a program participant.

(6) Insurance

Each area agency on aging shall assure that nutrition service providers have sufficient insurance to indemnify loss of federal, state, and local resources due to casualty or fraud. (See Chapter 11, Section 11-7-.07 (19))

(7) Staffing

- (a) The area agency on aging must assure that nutrition projects are established and

administered with the advice of dietitians (or individuals with comparable expertise), persons competent in the field of service in which the nutrition project is being provided, older individuals who will participate in the program, and persons who are knowledgeable with regards to the needs of older individuals. (OAA Sec. 307(a)(13)(F))

- (b) Nutrition service providers must have sufficient staffing to operate the services being provided. Such required staff includes persons necessary for the management of congregate meal sites, home-delivered meals, fiscal and administrative services, and clerical support. Staff positions are required for the provision of supportive services (outreach, nutrition education, nutrition screening and counseling, and assessment), unless these functions are contracted or arranged for through food vendors or existing community social service resources.

1. Each nutrition project must have a full-time director.
2. Nutrition service providers must assure, where other qualifications are equal that consideration is given to employing persons age 60 and over.
3. Nutrition service providers must have a registered dietitian on staff or as a consultant on a paid or volunteer basis, full-time or part-time.
4. All nutrition staff (paid and volunteers) shall receive initial and ongoing training in administration, food service, and sanitation.
5. Nutrition service providers shall offer opportunities for older persons and other community residents to provide volunteer services in all aspects of the project.

(8) Assessment System

Nutrition programs shall meet all requirements in the Tennessee Commission on Aging's Training Manual Title III-C Participant Assessment System.

(9) Changes in Operation Status

The area agency on aging must inform the State Agency of any changes in the status of the operation of the nutrition program.

(10) Change in Site Status

Nutrition service providers must obtain written approval from the area agency on aging before opening a new site, changing location of a site or closing a site.

(11) Meal Provider

The State Agency must be notified of any company or institution which provides meals.

7-3-.06 Monitoring and Assessment

The area agency shall assure that nutrition service providers monitor congregate sites at least quarterly using a structured tool. The home-delivered meals program and route should be monitored periodically using a structured tool.

7-3-.07 USDA/Reimbursement/Cash In Lieu Program

The area agency on aging shall insure that nutrition service providers receive USDA cash and/or commodity assistance for eligible meals served as established in

the Older Americans Act subject to available funding.
(OAA Sec. 311.)

- (1) The USDA provides assistance in the form of commodities, or cash-in-lieu-of commodities, for each meal served to an eligible participant.
- (2) The State Agency shall disburse USDA funds to area agencies on aging based upon each district's proportion of the total number of eligible meals served in the state.
- (3) Cash reimbursement to service providers is to be based on the total number of meals served to eligible participants multiplied by the reimbursement rate as established by USDA. End of fiscal year adjustment will be necessary if the final USDA reimbursement rate varies from the projected rate for the fiscal year.
- (4) The provider shall expend USDA funds within one (1) year from the time payment is received.
- (5) Grants/contracts for nutrition services to nutrition projects shall not be reduced when USDA assistance levels increase. (OAA Sec. 339 A)
- (6) Cash-in-lieu of commodities records shall show the amount of cash received and how it was expended.

- (7) A meal is eligible for USDA commodity/cash support, regardless of the funding sources, if it:
- (a) Meets the nutritional requirements prescribed in Section 339 of the Older Americans Act;
 - (b) Is served to an eligible individual; or,
 - (c) Is a liquid nutritional meal supplement prescribed by a physician for the individual served. Each liquid meal must be of sufficient quantity to constitute at least one-third of the RDA.
 - (d) Is served by a nutrition service provider who is under the jurisdiction, control, management and audit authority of the State Agency on Aging or the area agency on aging respectively.
- (8) USDA Funds shall be available only for expansion of meals. Expansion may include:
- (a) Upgrading the quality of meals provided; or,
 - (b) Increasing the total number of meals served.
- (9) USDA cash reimbursements shall be used only for purchasing food of United States origin.

(10) USDA reimbursement may not:

- (a) Be claimed for meals served to guests or staff under 60 years of age.
- (b) Be claimed for meals served to persons who are paying a set fee for the meal.
- (c) Be used as a non-federal match for other federal program funds.

7-3-.08 Food Stamp Program

The area agency on aging shall insure that nutrition service providers are certified to accept food stamps in lieu of cash contributions for meals.

7-4 FIRE, BUILDING, HEALTH CODE COMPLIANCE AND SAFETY PROCEDURES

7-4-.01 State, Local Health and Safety Codes Compliance

The area agency on aging shall insure that all facilities used in conjunction with the nutrition program are operated in full compliance with all applicable state and local fire, building, health and safety codes and meet standards of the National Fire Protection Association. (OAA Sec. 307(a)(13)(K))

- (1) All facilities shall be in compliance with the State Sanitary Code and display operation permits.
- (2) All facilities shall be clean and shall have adequate lighting, heat, and ventilation provided.

- (3) Windows and doors in kitchens and dining areas shall be equipped with screens where necessary.
- (4) Extermination services shall be provided, as needed, by an exterminator certified as a pest control operator.

7-5 CONGREGATE/HOME DELIVERED MEALS

7-5-.01 Participant Eligibility

- (1) Congregate Meal Eligibility
 - (a) Nutrition services shall be available to older individuals and to their spouses, and may be made available to handicapped or disabled individuals who have not attained 60 years of age but who reside in a housing facility occupied primarily by older individuals at which congregate nutrition services are provided.

(OAA, Sec. 307 (a)(13)(A))
 - (b) Each area agency on aging shall establish procedures allowing nutrition service providers the option to offer a meal to persons described below on the same basis as meals are provided to participating older individuals. (OAA, Sec. 307 (a) (13)(I))

1. Volunteers who work during meal hours;
2. Individuals with disabilities who reside in the home with and accompany older individuals who are eligible under the Older Americans Act.

Basic Client Information Forms (BCI)

(c) ~~Participant Information Forms (PIF's)~~

BCI

described in the ~~nutrition training~~ manual must be completed on each eligible congregate participant and updated at least annually.

- (d) Each nutrition project shall develop procedures for denial or termination of services.

(2) Home-Delivered Meals Eligibility

- (a) The older individual must be in need of services as determined by an assessment of his/her economic resources, social resources, and health and functional status using the uniform statewide assessment instruments and procedures set forth by the State Agency in the nutrition program training manual.
- (b) The spouse of an older person receiving a home-delivered meal shall receive a meal if, according to criteria determined by the

area agency, receipt of the meal is in the best interest of the homebound participant.

(c) A non-elderly disabled individual who resides in a non-institutional household with an older person eligible to receive home-delivered meals shall also receive this service when the provision of the meal to the non-elderly disabled individual is in the best interest of the homebound participant.

(d) Home-delivered meals may be served to persons registered in the congregate meals program when they are ill or incapacitated, if meals are requested. The cost of this service must be paid from home-delivered meals funds. The cost of nutrition service is based on where the service is provided.

(e) The procedure for determining basic eligibility and a priority ranking for a home-delivered meal applicant is through the

Basic Client Information Form (BCI)

administration of the ~~Participant Information Form (PIF)~~ and the ~~Participant Assessment Form (PAF)~~. Independent Living Assessment Intake Form. These two instruments will determine if an applicant is eligible to

receive a home-delivered meal. An overall score determines the priority ranking of the applicant. Applicants with the highest scores shall receive priority for home-delivered meals.

- (f) There are five (5) eligibility criteria. These criteria shall be used to determine who will receive a meal, after eligibility and priority ranking have been determined by

BCI/ILA Intake

administration of the PIF/PAF instruments and where there is competition for meals among persons with the same high priority ranking from the ~~PIF/PAF~~ **BCI/ILA** instruments.

- (g) Financial status will not be used to determine eligibility. (OAA, Sec. 307 (a)(13)(M))
- (h) Participant information and assessment forms described in the nutrition training manual must be completed on home-delivered participants prior to initiating services with the exception of persons receiving temporary or emergency meals.
- (i) All staff performing nutrition assessments shall have training, as prescribed by the

State Agency in the use of the approved instrument. Standardized assessment forms and procedures provided or approved by the State Agency shall be used for all assessments. (See ILA Training Manual, Title III-C Participant Assessment System)

(j) Reassessments must be completed on home-delivered participants within six months of the last assessment. Assessments and reassessments shall be documented for all participants.

(k) Each nutrition project shall develop procedures for denial or termination of services.

7-5-.02 Ineligible Persons

Persons residing in long term care facilities and persons enrolled in a care-providing program or a facility, including an adult day care or adult day health care program in which a meal is provided, are not eligible to receive an Older Americans Act meal. Persons who meet eligibility criteria defined in Section 7-5-.01 above who are enrolled in care providing programs, including adult day care or adult

day health care programs, are eligible to receive congregate meals on the days they do not participate in such programs.

7-5-.03 Program Accessibility

Congregate meal sites shall be located in as close proximity to the majority of eligible individuals' residences as feasible. (OAA, Sec. 307 (a)(13)(D))

- (1) Preference in locating sites shall be given to multi-purpose senior centers, schools, churches or other appropriate community facilities.
- (2) Congregate meal sites should be located within walking distance where possible and where appropriate. Appropriate transportation to congregate meal sites shall be furnished where feasible.
- (3) There shall be space available for comprehensive supportive services and activities.

7-5-.04 Provision of Meals

- (1) Nutrition projects shall operate congregate nutrition services five (5) or more days a week except in rural areas where such frequency is not feasible and a lesser frequency is approved by the State Agency. (OAA, Sec. 331, (1))

- (2) Nutrition service providers shall provide at least one hot or other appropriate meal per day and any additional meals which the recipient of a grant or contract under this subpart may elect to provide. (OAA, Sec. 331(1))
- (3) Nutrition projects shall provide home-delivered nutrition services five (5) or more days a week, except in a rural area where such frequency is not feasible and a lesser frequency is approved by the State Agency. When a lesser frequency is approved, nutrition service providers shall provide at least one home-delivered hot, cold, frozen, dried, canned or supplemental foods (with satisfactory storage life), meal per day, and any additional meals which the nutrition service provider may elect to provide. (OAA, Sec. 336 (2))
- (4) A reservation system shall be maintained for congregate meals at each nutrition site:
- (a) Meal orders shall be based on a reservation list; and,
 - (b) Congregate participants not on the reservation list shall receive meals on a

first come, first serve basis only if cancellations occur.

- (5) Sponsored meals, meeting one-third of the RDA, may be offered to eligible individuals at meal cost if congregate services are denied due to limited resources.
- (6) Emergency meals may be provided to congregate and home-delivered participants for use during emergencies or training events when the nutrition program cannot provide meals. For reporting purposes, meals shall be counted in the quarter during which they were distributed.
- (7) Temporary home-delivered meals may be authorized for up to thirty (30) days for individuals who have just been discharged from the hospital, health care facility, or nursing home without use of the State Agency approved assessment form, if such meals have been ordered in writing by the applicant's physician or the hospital discharge planner.

7-5-.05 Meals Provided to Staff/Volunteers/Guests

The conditions under which staff members shall receive meals at a congregate meal site are set forth below (AoA-PI-76-8):

(1) Area Agency and Project Staff:

- (a) Staff may consume a meal at a congregate meal site when such meals are available. However, staff members should make other arrangements for their meals when consumption of a meal would deprive eligible older persons the opportunity to consume a meal.
- (b) Staff members who are not 60 years of age or older must pay the total program cost of the meals they eat at the project.
- (c) Staff members who are 60 years of age or older should be given the same opportunity as participants to make a contribution to all or part of the cost of the meal.

(2) Volunteers:

- (a) Volunteers who perform essential functions related to the nutrition program site on regular basis should be provided with meals.

- (b) Volunteers should be provided the opportunity to contribute to the cost of the meals by the method used by participants in the project.
- (3) Guests:
 - (a) Guests may consume a meal at a nutrition program site when their consumption of a meal will not deprive an eligible older participant the opportunity to consume a meal.
 - (b) Guests under 60 years of age should pay the total program cost of the meal.
 - (c) Guests who are 60 years of age or older who are not regular participants in the project should be advised of the contribution policy and the actual cost of the meal and should be permitted to make their own decision relative to personal contributions.

7-5-.06 Other Meals

- (1) Any meals provided for persons not eligible for nutrition program participation must be paid for at the total program cost of the meal. An additional amount may be charged at the discretion of the area agency on aging.

- (2) Funds generated over and above the actual program cost of the meal must be considered as program income.
- (3) Nutrition service providers must have a written agreement with any agency or organization which purchases "other meals" on recurring basis.
- (4) The nutrition service provider must prevent disruption of the nutrition program. If the kitchen facility becomes inadequate for the preparation of both the nutrition program meals and the "other meals," priority shall be given to meals for eligible participants in the nutrition program.
- (5) Nutrition service providers may be authorized by the area agency to furnish meals over and above their nutrition program meal allocation to eligible individuals at meal cost.

7-5-.07 Meal Service

The area agency on aging shall insure that meal services comply with the following guidelines:

- (1) Current approved menus are prominently displayed at each congregate site in the serving area.
- (2) Foods are portioned according to recommended sizes.

- (3) Foods are served in such a manner that will preserve the nutritional value and food safety.
- (4) Meals will be served at a pre-established time.
- (5) Adequate serving time shall be allowed for all participants to eat a leisurely meal.
- (6) Second servings will be offered only when all participants have been served.
- (7) The nutrition project will make arrangements, where feasible and appropriate, for the availability of meals to congregate participants when congregate sites are closed for holidays or weather related emergencies.
- (8) Comprehensive participant satisfaction surveys will be conducted at all nutrition sites at least annually. Items to be included are meal quality and quantity, staff attitude and nutrition education.

7-6 MENU REQUIREMENTS FOR CONGREGATE AND HOME-DELIVERED MEALS

7-6-.01 Compliance With the Dietary Guidelines/Menu Pattern

- (1) Meals provided through this program shall comply with the "Dietary Guidelines for Americans" as issued by the Secretary of Health and Human

Services and the Secretary of Agriculture. (See Attachment #5 to this chapter.) Each meal served by a nutrition service provider must contain at least one-third of the current RDA as established by the Food and Nutrition Board of the National Research Council, National Academy of Science.

The nutrients must be calculated and documented to meet at least one-third of the RDA.

- (2) The current dietary guidelines recommend that people eat a variety of foods; maintain a healthy weight; choose a diet with plenty of vegetables, fruits, and grain products; and use sugar and sodium in moderation. The dietary guidelines also recommend diets that are low in fat, saturated fat, and cholesterol so that over time, fat comprises 30 percent or less of caloric intake and saturated fat less than 10 percent of total calories for older persons.

- (3) Menus shall be written utilizing the standard menu pattern as follows:

- (a) **Meat or Meat Alternate Group.** Three (3) ounces cooked, edible portion of meat, fish, fowl, luncheon meats, eggs, or cheese. Meat

alternatives may be used occasionally for variety and may include lentils, cooked dried beans or peas, nuts, peanut butter, and others.

(b) **Vegetable and Fruit Group.** Two (2) one-half cup servings. This shall include all vegetables and full-strength vegetable juices, and all fruits and full-strength fruit juices. When serving vegetables and fruits, the juice or liquid should not replace the requirement for the one-half cup serving.

1. Food rich in Vitamin A should be served at least three (3) times per week.
2. Food rich in Vitamin C should be served daily. Any juice must be 100% natural juice and include 20 milligrams of Vitamin C per serving.
3. Vegetable soup must contain one-half cup of vegetables per serving to count as a serving.
4. Partial strength or simulated fruit juices or drinks, even when fortified,

may not count as a vitamin or fruit source.

5. Bread or bread alternatives such as rice, noodles, spaghetti and macaroni may not count as meeting the vegetable/fruit requirement.

6. Dried beans, peas, lentils may not be counted as meeting the vegetable/fruit requirement.

7. Fruit used as a dessert shall not be counted toward the suggested two (2) servings of vegetables and fruits.

(c) **Grains, Bread and Bread Alternate Group.** Serve at least one (1) serving per meal. Enriched or whole-grain bread, biscuits, muffins, rolls, sandwich buns, cornbread, and other hot breads. Bread alternates include enriched or whole grain cereals or cereal products such as spaghetti, macaroni, dumplings, pancakes and waffles. An additional serving of starchy vegetables or dried beans, dried peas, or lentils may be counted as a bread/bread alternative.

- (d) **Milk Group.** Each meal shall contain eight (8) ounces of fortified, whole, skim, low-fat, or buttermilk, or the calcium equivalent. All milk shall contain 5,000 IU Vitamin A and 400 IU of Vitamin D per quart. The following may be substituted for eight (8) ounces of milk: one (1) cup yogurt; one (1) cup of reconstituted or 1/3 cup of non-reconstituted powdered milk; 1 1/2 cups of low fat cottage cheese; one (1) cup tofu (calcium salt processed); or 1 1/2 ounces of cheese.
- (e) **Dessert Group.** One (1) serving of dessert may include cake, pie, cookies, plain gelatin desserts, sherbet, frozen yogurt, pudding, fruit, or ice cream.
- (f) **Coffee and tea** may be used, but shall not be counted as fulfilling any part of the nutritive requirements.
- (g) **Supplements.** Vitamin and/or mineral supplements shall not be purchased with program funds or served at congregate meal sites.
- (h) **Condiments and Product Substitutes.** Salt substitutes shall not be provided. Sugar

substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy coffee creamers, salt and sugar may be provided, but shall not be counted as fulfilling any part of the nutritive requirements.

- (i) **Fats, Oils and Sweets.** Each meal shall contain one (1) teaspoon of fortified margarine, oil, or butter to increase the palatability and acceptability of the meal. Substitutes can include one (1) teaspoon mayonnaise, one (1) tablespoon salad dressing, one (1) teaspoon of spread, one (1) teaspoon cream cheese, or one (1) strip of bacon. Use fats and sugars sparingly when adding to foods in cooking or at the table, e.g. butter, margarine, gravy, salad dressing, sugar and jelly. Choose fewer foods that are high in sugars, e.g. candy, sweet desserts, and soft drinks.

7-6-.02 Meal Planning Service

- (1) Food items within the meat and meat alternates, vegetable and fruit groups shall be varied within the week and menu cycle. Food items shall not be repeated two days in a row or on the same days of consecutive weeks. Variety of food and prepara-

tion methods, including color, combinations, texture, size, shape, taste, and appearance shall be provided.

- (2) Special needs of the older persons shall be considered in all menu planning, food selection, and meal preparation.
- (3) Menus must be planned for minimum of four weeks, certified in writing by a registered dietitian whose services are utilized by the provider. Menus and nutritional analysis shall be submitted to the area agency for review at least three weeks prior to the initial use of the menu. Nutrition service providers shall keep on file for a period of three audit years plus the current year, copies of the menus as certified by the dietitian and approved by the area agency on aging.
- (4) Menu substitutions must be approved by the registered dietitian who is a staff member of or regular consultant to the nutrition service provider.
- (5) Menus will provide 33-1/3% of the RDA for one (1) meal, 66-2/3 of the RDA for two (2) meals and 100%

of the RDA for three (3) meals. (OAA Part C, Subpart 4, Sec. 339 (1)(2)(A)(B)(C)).

- (6) The food groups and portion sizes shall be planned by nutrition menu standards utilizing the "Food Guide Pyramid" as developed and published by the United States Department of Agriculture, 1992.

(See attachment #5 to this chapter.)

- (7) Each project shall provide special menus, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, or other ethnic backgrounds of eligible individuals.

(OAA Sec. 307 (a)(13)(G); Sec. 306 (a)(17))

- (a) Special menus provided for health reasons must comply with the following:

1. A written order from the participant's physician must be on record for each individual on a special diet, and the order must be reviewed semi-annually with the physician.
2. Special menus must be planned and prepared under the supervision of a registered dietitian.

(b) Religious, ethnic, cultural, or regional dietary requirements or preferences of a major portion of the participants at a congregate meal site shall be reflected in the meals served. Where feasible, individual dietary preferences may also be met at the nutrition service provider's option.

7-7 FOOD SERVICE OPERATIONS

7-7-.01 Food Procurement

Foods purchased for use in the nutrition program shall be of good quality and shall be obtained from sources which conform to federal, state and local regulatory standards.

7-7-.02 Food Production

All foods prepared for serving shall be in accordance with an approved menu, which should be posted at food preparation areas.

- (1) Quality assured recipes adjusted to yield the needed number of servings must be used to achieve desired consistency.
- (2) Foods must be prepared and served using methods which preserve optimum flavor, appearance, and nutritive value.

- (3) Production of food must be under circumstances that insure sanitary practices in food handling, preparation, service and personal hygiene.

7-7-.03 Food Service Sanitation and Safety

- (1) Compliance with federal, state and local health, sanitation, safety and building codes, regulations, and licensure requirements; with the Tennessee Department of Health Rules and Regulations Pertaining to Food Service Establishments; and with other provisions relating to the public health, safety, and welfare applicable to each food preparation site and food service subcontractor/caterer used in the nutrition program is required in all stages of food service operations.
(OAA, Sec. 307 (a)(13)(K))
- (2) Subcontractors must maintain a copy of all current Food Service Establishment Inspection Reports completed by state and local health department staff for each food preparation site and food service subcontractor/caterer used in the nutrition program. Corrective actions recommended by state or local officials must be resolved.

- (3) Food must be prepared, served, and transported with the least possible manual contact, with suitable equipment and utensils, and on surfaces that, prior to use, have been cleaned, rinsed, and sanitized to prevent cross contamination. Effective procedures for cleaning and sanitizing dishes, cleaning equipment, and work areas must be written, posted and followed consistently.
- (4) Food must be protected from potential contamination (including dust, insects, rodents, unclean equipment and utensils) and unnecessary handling. The holding time, with appropriate temperature control, between food preparation and the consumption of the meal must be minimal to reduce opportunities for bacterial growth, to maintain nutritional quality, food acceptability, and food safety.
- (5) Hot foods shall be maintained at 140 degrees Fahrenheit or above. Cold foods shall be maintained at 45 degrees Fahrenheit or below. Temperature checks must be taken with a food thermometer and recorded at the time all food leaves the preparation area and again immediately

before the food is served to participants. Food temperatures shall be recorded by the name of each specific food item. Exceptions are bread products, crackers, cake and fresh fruit. Temperature reports must be kept on file for three years plus the current year.

- (6) A sample of all food items shall be saved at each food preparation site at least seventy-two (72) hours for checking purposes should food-borne illness occur.
- (7) No food with the exception of fresh fruit and milk shall be taken from the congregate meal site after it has been served.
 - (a) Unopened cartons of milk may be taken from the premises as long as proper temperature of 45 degrees Fahrenheit or less has been maintained.
 - (b) Food removed from the premises shall become the responsibility of the recipient.
- (8) Nutrition service providers shall have a written policy posted regarding the removal of food from the congregate meal site.

**7-7-.04 Standards for Delivering Meals to Homebound
Participants**

- (1) Nutrition service providers providing home-delivered meals may use various systems of delivery where necessary and reasonable. However, all food preparation standards set forth in this section shall be met.
- (2) Meals shall be delivered only to eligible participants in their homes and shall not be left at the door or anywhere unattended. Meals may be left with a designee of the older person provided the designee has been informed of the requirements of the nutrition program and has indicated a willingness to comply with those requirements.
- (3) Participants must be advised that food shall be consumed immediately after delivery.
- (4) Each delivery route shall be clearly established in writing and the food carriers labeled for each route. It is recommended that no more than two hours elapse between the time the meals are portioned and the last meal is delivered even though appropriate temperatures are maintained.

- (5) Each food carrier must be tightly closed after each meal is removed.
- (6) From the time of packaging of home-delivered meals to the receipt by participants, hot food shall be kept at 140 degrees Fahrenheit or above, and cold foods at 45 degrees Fahrenheit or below.
- (7) Frozen meals shall be maintained in a frozen state during delivery. When the meal has completely thawed, it shall not be refrozen for later use.
- (8) Only individual single service aluminum trays or divided styrofoam containers and covers that meet the standards of mandatory food specifications shall be used for hot foods. Appropriate individual containers with snap-on lids must be used for all cold food. Bread must be packaged separately and protected from contamination.
- (9) All meals must be individually portioned. Cold and hot foods must be packed in separate insulated food carriers with tight fitting lids and transported immediately.
- (10) Temperature checks of hot and cold food must be taken and recorded at least one time per week on selected routes. The last meal delivered on the

route shall be the one checked to assure that hot food is delivered at a minimum of 140 degrees Fahrenheit and cold food is delivered at 45 degrees Fahrenheit or below. Records of temperatures shall be maintained and kept on file by the provider.

- (11) Temperature retention problems involving the entire meal shall be monitored on a daily basis until the problems are identified and corrected.
- (12) Temperature retention problems with individual food items shall be followed up immediately in order to correct the problems.
- (13) Each nutrition project shall establish a monitoring schedule that insures that standards are met on all routes.

7-7-.05 Contributed Foods

- (1) All foods contributed to a nutrition service provider must meet standards of quality, sanitation, and safety that apply to foods that are purchased commercially by the provider.
- (2) Foods prepared or canned in the home shall not be used in meals. Only commercially prepared or canned foods shall be used.

- (3) When a potluck meal is served at a congregate meal site, no congregate meal shall be served at that meal site.
- (4) Home-delivered meals shall be provided on the same basis as if the potluck meal had not been scheduled.

7-8 OTHER PROGRAMS AND SERVICES

7-8-.01 Nutrition Education

Nutrition education shall be provided to both congregate and home-delivered participants on a monthly basis. Nutrition education plans must be developed and incorporated in the nutrition proposal and included in the contract. (OAA Sec. 307(a)(13)(J)) The plan shall address:

- (1) Congregate Nutrition Education - A wide range of teaching techniques and a variety of topics should be developed in the plan to include, but not be limited to:
 - (a) Presentations at nutrition sites relating to nutrition, dietary guidelines, health promotion and disease prevention, or other current health issues;
 - (b) Videos and audio tapes; and,

(c) Pamphlets or other printed materials.

- (2) Home Delivered Nutrition Education -- Pamphlets or other printed materials delivered to the participants relating to nutrition, dietary guidelines, health promotion and disease prevention, or other current health issues.

7-8-.02 Nutrition Counseling, Screening and Educational Services

Nutrition counseling, screening and educational services shall be provided by nutrition projects in accordance with Tennessee Commission on Aging directives. (OAA, Sec. 363 (2)(3)(4))

7-8-.03 Outreach

The area agency on aging shall require outreach activities which assure that the maximum number of eligible individuals may have the opportunity to participate. (OAA, Sec. 307 (a)(13)(E))

7-8-.04 Referral to Other Agencies

- (1) Projects shall provide information and assistance, when necessary.
- (2) The nutrition service provider must insure that all personnel, paid or volunteer, who may come in contact with older persons are aware of their

responsibilities under the Tennessee Adult Protection Act (T.C.A. 71-6-103(b)(1)) which requires "any person...having reasonable cause to suspect that an adult has suffered abuse, neglect or exploitation shall report" such information to the nearest county office of the Tennessee Department of Human Services. (45 CFR 1321.65(d))

- (3) Each home-delivered meals provider must assist participants in taking advantage of benefits under other programs by advising them of and referring them to available needed services. This assistance does not include case management services such as the development of a care plan, arranging and monitoring the services of that plan, or extensive client counseling. (45 CFR 1321.65 (f))

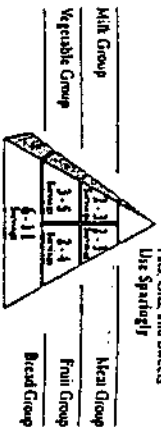
7-9 FISCAL MANAGEMENT

Nutrition service providers shall comply with Chapter 11 of this policy manual, "Financial Management Standards and Procedures."

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How To Make the Pyramid Work for You

Fat, Oil, and Sweet
Use Sparingly



The Food Guide Pyramid shows a range of servings for each major food group. The number of servings that are right for you depends on how many calories you need, which in turn depends on your age, sex, size, and how active you are. Almost everyone should have at least the bottom number of servings in the range.

Now take a look at the table below. It tells you how many servings of each major food group you need for your calorie level. It also tells you the total grams of fat recommended for each calorie level; the Dietary Guidelines recommend that Americans limit fat to about 30 percent of calories. This includes the fat in the foods you choose as well as the fat used in cooking or added at the table.

How many servings do you need each day?

	Many women, older adults	Children, teen girls, active women, most men	Teen boys, active men
Calorie level*	1,600	2,200	2,800
Bread Group Servings	6	9	11
Vegetable Group Servings	3	4	5
Fruit Group Servings	2	3	4
Milk Group Servings	2-3**	2-3**	2-3**
Meat Group Servings	2, for a total of 5 ounces	2, for a total of 6 ounces	3, for a total of 7 ounces
Total Fat (grams)	53	73	93

* These are the calorie levels if you choose low fat, lean foods from the 5 major food groups and use foods from the fat, oil, and sweet groups sparingly.

** Women who are pregnant or breastfeeding, teenagers, and young adults in age 14 need 3 servings.

Pyramid Pointers... Selection Tips for Building a Better Diet

The most effective way to moderate the amount of fat and added sugars in your diet is to eat down on "extra"—foods in the solid food group (fat, oil, and sweet). Also choose lower fat and lower sugar foods from the other five food groups often. Here are some tips:

Fat, Oil, and Sweet

Use Sparingly

- Go easy on fat and sugars added to foods in cooking or at the table—butter, margarine, gray, solid dressing, sugar, and jelly.
- Choose lower fat foods that are high in sugar—candy, sweet desserts, and soft drinks.

Bread, Cereal, Rice, and Pasta Group

4-11 Servings

- To get the fiber you need, choose several servings a day of foods made from whole grains.
- Choose most often foods that are made with little fat or sugar, like bread, English muffins, rice, and pasta.

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Vegetable Group

3-5 Servings

- Different types of vegetables provide different nutrients. Eat a variety.
- Include dark-green leafy vegetables and legumes several times a week—they are especially good sources of vitamins and minerals. Legumes also provide protein and can be used in place of meat.

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Milk, Yogurt, and Cheese Group

2-3 Servings

- Choose skim milk and nonfat yogurt often. They are lowest in fat.
- 1½ to 2 ounces of cheese and 8 ounces of yogurt count as 1 serving from this group because they supply the same amount of calcium as 1 cup of milk.

- Choose "part skim" or low-fat cheeses when available and lower fat milk desserts, like ice milk or frozen yogurt. Read labels.

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Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts Group

2-3 Servings

- Choose lean meat, poultry, without skin, fish, and dry beans and peas often. They are the choices lowest in fat.
- Prepare meats in lower-fat ways: —Trim away all the fat you can see. —Remove skin from poultry. —Broil, roast, or boil these foods instead of frying them.

- Nuts and seeds are high in fat, so eat them in moderation.

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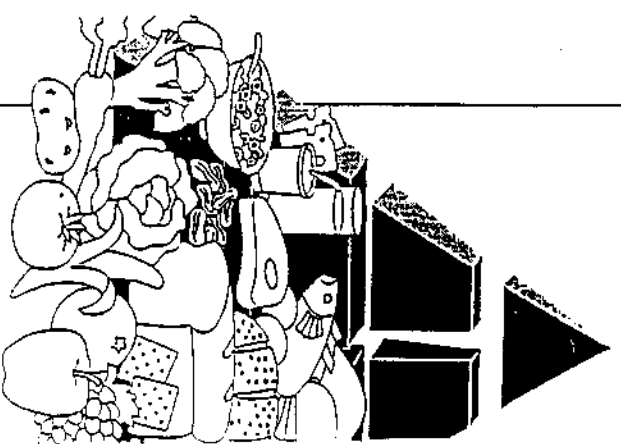
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The Food Guide Pyramid... Beyond the Basic 4



What's the Best Nutrition Advice?

Following the Dietary Guidelines for Americans, there are seven guidelines for a healthy diet—advice for healthy Americans 2 years of age or more. By following the Dietary Guidelines, you can enjoy better health and reduce your chances of getting certain diseases—such as heart disease, high blood pressure, stroke, certain cancers, and the most common type of diabetes. These guidelines are the best, most up-to-date advice from nutrition experts.

- Eat a variety of foods.
- Maintain healthy weight.
- Choose a diet low in fat, saturated fat, and cholesterol.
- Choose a diet with plenty of vegetables, fruits, and grain products.
- Use sugars only in moderation.
- Use salt and sodium only in moderation.
- If you drink alcoholic beverages, do so in moderation.

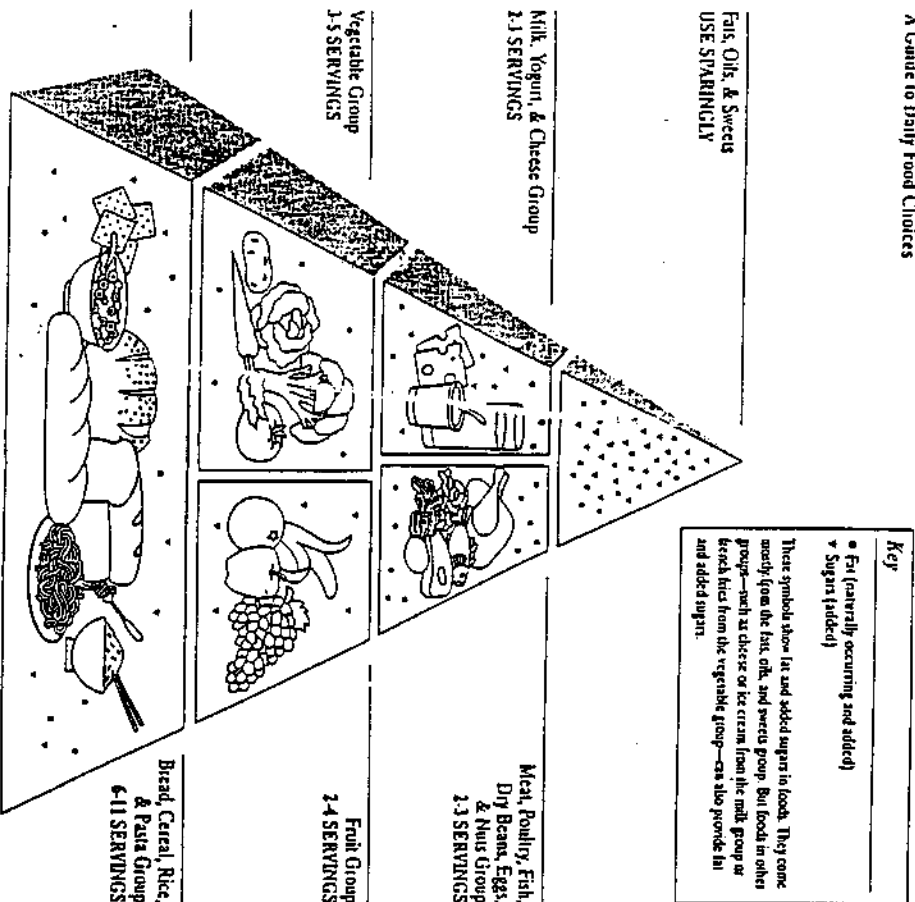
What is the Food Guide Pyramid?

The Food Guide Pyramid is an outline of what to eat each day based on the Dietary Guidelines. It's not a rigid prescription but a general guide that lets you choose a healthy diet that's right for you.

The Pyramid calls for eating a variety of foods to get the nutrients you need and at the same time the right amount of calories to maintain healthy weight.

Use the Pyramid to help you eat better every day... the Dietary Guidelines way. Start with plenty of breads, cereals, rice, pasta, vegetables, and fruits. Add 2-3 servings from the milk group and 2-3 servings from the meat group. Remember to go easy on fat, oil, and sweets; the foods in the small tip of the Pyramid.

The Food Guide Pyramid A Guide to Daily Food Choices



Looking at the Pieces of the Pyramid

The Food Guide Pyramid emphasizes foods from the five major food groups shown in the three lower sections of the Pyramid. Each of these food groups provides some, but not all, of the nutrients you need. Foods in one group can't replace those in another. No one of these major food groups is more important than another—for good health, you need them all.

What Counts as 1 Serving?

The amount of food that counts as 1 serving is listed below. If you eat a larger portion, count it as more than 1 serving. For example, dinner portion of spaghetti would count as 2 or 3 servings of pasta.

Be sure to eat at least the lowest number of servings from the five major food groups listed below. You need them for the vitamins, minerals, carbohydrates, and proteins they provide. Just try to get the lowest fat choices from the food groups. No specific serving size is given for the fat, oil, and sweets group because the message is USE SPARINGLY.

Food Groups

Milk, Yogurt, and Cheese		
1 cup of milk or yogurt	1½ ounces of natural cheese	2 ounces of process cheese
Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts		
2-3 ounces of cooked lean meat, poultry, or fish	1/2 cup of cooked dry beans, 1 TBL. or 2 tablespoons of peanut butter	count as 1 ounce of lean meat
Vegetable		
1 cup of raw leafy vegetables	1/2 cup of other vegetables, cooked or chopped raw	3/4 cup of vegetable juice
Fruit		
1 medium apple, banana, orange	1/2 cup of chopped, cooked, or canned fruit	3/4 cup of fruit juice
Bread, Cereal, Rice, and Pasta		
1 slice of bread	1 ounce of ready-to-eat cereal	1/2 cup of cooked cereal, rice, or pasta

Area Agency: _____ Provider: _____
 County: _____ Site: _____
 Participant Name: _____ S.S.#: _____

Receives Congregate meals () Home-Delivered () Case Management ()

DETERMINE YOUR NUTRITIONAL HEALTH CHECKLIST

Circle Answers	Circle YES or NO		Referral Date	Intven. Date
1. Do you have an illness/condition that made you change the kind and/or amount of food you eat?	YES 2	NO 0		
2. How many meals do you eat each day? _____ (If answer is less than two daily, circle "NO". If 2 or more circle "YES.")	YES 0	NO 3		
3. How many servings of each do you usually eat per day? <div style="text-align: center; margin: 5px 0;"> <u>Circle Number of Servings</u> 0 1 2 3 4 5+ </div> a. Fruit and Vegetables (If less than 3 for 3a, circle "NO".)	YES 0	NO 1		
b. Milk, Cheese, Yogurt, and other dairy products 0 1 2 3 4 5+ (If less than 2 for 3b, circle "NO".)	YES 0	NO 1		
4. Do you have 3 or more drinks of beer, liquor or wine almost every day?	YES 2	NO 0		
5. Do you have tooth or mouth problems that make it hard for you to eat?	YES 2	NO 0		
6. Do you always have enough money to buy the food you need?	YES 0	NO 4		
7. Do you eat alone most of the time?	YES 1	NO 0		
8. Do you take 3 or more different prescribed or over-the-counter drugs a day?	YES 1	NO 0		
9. Without wanting to, have you lost or gained 10 pounds in the last 6 months?	YES 2	NO 0		
10. Are you always physically able to: a. Shop for food? () b. Cook for yourself? () c. Feed yourself? () (If unable to perform one or more activity, score "NO" for entire question.)	YES 0	NO 2		

Column Scores + = Total Nutritional Risk Score

TARGETING DATA

Birthdate: / /	Sex: M () F ()
Rural ()	Below Poverty ()
Disabled/Handicapped ()	
(Check Minority Status)	
African American	()
Hispanic Origin	()
Am. Indian/Native Alaskan	()
Asian/Pacific Islander	()
Non-Minority (White, non-Hispanic)	()

Circle Risk Level: L M H

Score of 0-2 = Low Risk (L)
 3-5 = Moderate Risk (M)
 6 or more = High Risk (H)

Interviewer _____

Date: _____

FOOD AND NUTRITION BOARD, NATIONAL ACADEMY OF SCIENCES—NATIONAL RESEARCH COUNCIL RECOMMENDED DIETARY ALLOWANCES^a Revised 1989
Designed for the maintenance of good nutrition of practically all healthy people in the United States

	Age (years) or Condition	Weight ^b		Height ^b		Protein (g)	Fat-Soluble Vitamins			Water-Soluble Vitamins					Minerals					Iron (mg)	Zinc (mg)	Iodine (µg)		
							Vita- min A (µg RE) ^c	Vita- min D (µg) ^d	Vita- min E (mgα-TE) ^e	Vita- min K (µg)	Vita- min C (mg)	Thia- min (mg)	Ribo- flavin (mg)	Niacin (mgNE/) ^f	Vita- min B6 (mg)	Fo- late (µg)	Vitamin B12 (µg)	Cal- cium (mg)	Phos- phorus (mg)				Mag- nesium (mg)	
Category		(kg)	(lb)	(cm)	(in)																			
Infants	0.0-0.5	6	13	60	24	13	375	7.5	3	5	30	0.3	0.4	5	0.3	25	0.3	400	300	40	6	5	40	
	0.5-1.0	9	20	71	28	14	375	10	4	10	35	0.4	0.5	6	0.6	35	0.5	600	500	60	10	5	50	
Children	1-3	13	29	90	35	16	400	10	6	15	40	0.7	0.8	9	1.0	50	0.7	800	800	80	10	10	70	
	4-6	20	44	112	44	24	500	10	7	20	45	0.9	1.1	12	1.1	75	1.0	800	800	120	10	10	90	
Males	7-10	28	62	132	52	28	700	10	7	30	45	1.0	1.2	13	1.4	100	1.4	800	800	170	10	10	120	
	11-14	45	99	157	62	45	1,000	10	10	45	50	1.3	1.5	17	1.7	150	2.0	1,200	1,200	270	12	15	150	
	15-18	66	145	176	69	59	1,000	10	10	65	60	1.5	1.8	20	2.0	200	2.0	1,200	1,200	400	12	15	150	
	19-24	72	160	177	70	58	1,000	10	10	70	60	1.5	1.7	19	2.0	200	2.0	1,200	1,200	350	10	15	150	
	25-50	79	174	176	70	63	1,000	5	10	80	60	1.5	1.7	19	2.0	200	2.0	800	800	350	10	15	150	
Females	51+	77	170	173	68	63	1,000	5	10	80	60	1.2	1.4	15	2.0	200	2.0	800	800	350	10	15	150	
	11-14	46	101	157	62	46	800	10	8	45	50	1.1	1.3	15	1.4	150	2.0	1,200	1,200	280	15	12	150	
	15-18	55	120	163	64	44	800	10	8	55	60	1.1	1.3	15	1.5	180	2.0	1,200	1,200	300	15	12	150	
	19-24	58	128	164	65	46	800	10	8	60	60	1.1	1.3	15	1.6	180	2.0	1,200	1,200	280	15	12	150	
	25-50	63	138	163	64	50	800	5	8	65	60	1.1	1.3	15	1.6	180	2.0	800	800	280	15	12	150	
	51+	65	143	160	63	50	800	5	8	65	60	1.0	1.2	13	1.6	180	2.0	800	800	280	10	12	150	
Pregnant						60	800	10	10	65	70	1.5	1.6	17	2.2	400	2.2	1,200	1,200	300	30	15	175	
Lactating	1st 6 months					65	1,300	10	12	65	95	1.6	1.8	20	2.1	280	2.6	1,200	1,200	355	15	19	200	
	2nd 6 months					62	1,200	10	11	65	90	1.6	1.7	20	2.1	260	2.6	1,200	1,200	340	15	16	200	

- a The allowances, expressed as average daily intakes over time, are intended to provide for individual variations among most normal persons as they live in the United States under usual environmental stresses. Diets should be based on a variety of common foods in order to provide other nutrients for which human requirements have been less well defined. See text for detailed discussion of allowances and of nutrients not tabulated.
- b Weights and heights of Reference Adults are actual medians for the U.S. population of the designated age, as reported by NHANES II. The median weights and heights of those under 19 years of age were taken from Hamill et al. (1979) (see pages 16-17). The use of these figures does not imply that the height-to-weight ratios are ideal.
- c Retinol equivalents. 1 retinol equivalent = 1 µg retinol or 6 µg β-carotene. See text for calculation of vitamin A activity of diets as retinol equivalents.
- d As cholecalciferol. 10 µg cholecalciferol -- 400 IU of vitamin D.
- e α-Tocopherol equivalents. 1 mg d-α tocopherol = 1 α-TE. See text for variation in allowances and calculation of vitamin E activity of the diet as α-tocopherol equivalents.
- f 1 NE (niacin equivalent) is equal to 1 mg of niacin or 60 mg of dietary tryptophan.